UNIVERSITY OF SOUTH FLORIDA
College of Arts and Sciences
Department of Economics

Bylaws

(September 8, 2023)

Mission Statement: The mission of the Department of Economics is to advance economic literacy both inside and outside the University and to train professional economists for work in academic, business, and government organizations. The Department accomplishes this mission by offering general education coursework; undergraduate degrees in economics and in quantitative economics and econometrics through the College of Arts and Sciences; M.A. and Ph.D. programs in Economics; service courses to other programs; and by conducting and publishing high-level economic research.

ARTICLE I. Structure of the Department

A. *Membership*

1. The Department of Economics recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university. The Department will confer on each faculty member one of the following classes of appointment. Each of these definitions apply equally to faculty on the Tampa, St. Petersburg, and Sarasota-Manatee campuses.

    a. Tenure-Track Faculty: Individuals with appointments as assistant, associate**,** or full professors who are either tenured or eligible for tenure in the Department of Economics.

    b. Non Tenure-Track Faculty: Individuals with appointments that cannot be tenured nor become eligible for tenure. Depending on the responsibilities the title of these positions can be:
        (1) Assistant Professor of Instruction, Associate Professor of Instruction, and Professor of Instruction. Full-time instructors with a doctorate degree.
        (2) Assistant Instructor, Associate Instructor, and Senior Instructor. Full-time instructors without a doctorate degree.
        (3) Research Assistant Professor, Research Associate Professor, and Research Professor.
        (4) Professor of Practice.

    c. Courtesy Faculty: Individuals holding professorial or professional rank in other departments or organizations; their appointments are granted on a continuing basis until such appointments are discontinued.

    d. Visiting Faculty

(1) Individuals teaching full-time for a determinate period of time set forth in their employment contract.

(2) Individuals holding professorial rank outside the University who are invited to be in residence in the Department.

e. Adjunct Faculty: Individuals who are employed to teach specific courses on a part-time, per-semester basis.

f. Emeritus Faculty: Individuals who have retired from the Department and who, after having been granted emeritus status by the University, retain all of the privileges afforded such faculty by the University. At the discretion of the chair, they may be permitted to teach in the Department.

2. Faculty recruiting

a. Tenure-track and instructors: Faculty recruitment will be conducted by search committees appointed by the chair for faculty categories a and b in Article I.A.1. All search committees will conduct searches consistent with College and University guidelines and recommend candidates to be invited to an interview. Regional Chancellors or their designee will serve as a voting member on all search committees for faculty hiring on branch campuses, see USF Consolidation Handbook. The roster of nominations will be presented to the faculty who will make the final decision as to whom to interview, subject to such administrative reviews as are required. For tenure-track positions only tenure-track faculty as defined in Article I.A.1.a are permitted to vote to invite candidates for on-campus interviews and for offers of employment. For instructor positions both tenure-track faculty and instructors as defined in Articles I.A.1.a and Articles I.A.1.b are permitted to vote. Recommendation to the chair to offer employment requires a majority vote of eligible faculty.

b. Visiting faculty: A search committee is required for the appointment of visiting teaching faculty (as defined in Article I.A.1.d.(1)). The appointment of visiting teaching faculty must be approved by a majority vote of tenure-track faculty and instructors. The provisions do not apply to visiting non-teaching faculty, as defined in Article I.A.a.d.(2).

c. Courtesy appointments: A search committee is not required for appointment of courtesy faculty, but the appointment must be approved by a majority vote of tenure-track faculty.

d. Adjuncts and emeritus faculty: For adjunct faculty and for course assignment of emeritus faculty, appointment is at the discretion of the chair. In the case of adjunct faculty, the Adjunct Committee will make recommendations to the chair.

B. ***Chair***

1. The chair is the executive officer of the Department and has the standard powers and responsibilities as delegated by the President, Provost, and College Dean. He or she is the official liaison between the Department and the Administration.

2. Duties of the chair include, but are not limited to, the following.

a. The chair will convey information about the Department to the Administration, and from the Administration to the Department.

b. The chair supervises all Department staff positions.

c. The chair administers the Department budget and shares budget information with the faculty at least annually.

d. The chair or associate chair sets the assigned duties of the faculty, including teaching assignments.

e. The chair provides annual faculty evaluations as well as promotion and tenure recommendations; such evaluations and recommendations are separate from those that may be conducted by the Governance and Evaluation Committee.

3. Appointments of Department administrators

a. Associate chair: The chair may appoint an associate chair after consultation with the faculty. This consultation may, at the chair's discretion, include a faculty vote. The chair should provide the faculty with a list of anticipated duties that will be assigned to the associate chair. The chair may recommend to the faculty that the associate chair receive a course-load reduction from his or her normal teaching load. This appointment must be approved by a majority vote of the faculty as defined in I.A.1.a and I.A.1.b.

b. Graduate program director(s): The chair will appoint either a single faculty member to administer both the Department's Ph.D. and M.A. programs, in which case the position shall be called the Graduate Program Director, or one faculty member to administer the Ph.D. program and another to administer the M.A. program, in which case the positions shall be called the Ph.D. Program Director and the M.A. Program Director, respectively. The graduate program director or the Ph.D. program director will serve as chair of the Department's Graduate Policy Committee. The faculty member administering the Ph.D. program will receive a one-course reduction from his or her standard academic year (two-semester) teaching load. The chair may recommend additional course reductions in teaching load for program directors, and any such appointment(s) must be approved by a majority of the faculty as defined in I.A.1.a and I.A.1.b.

c. Undergraduate program director: The chair will appoint a faculty member to administer the Department's undergraduate programs. The undergraduate program director will chair the Department's Undergraduate Policy Committee. The chair may recommend to the faculty that the undergraduate program director receive a course-load reduction from his or her normal teaching load. This appointment must be approved by a majority vote of the faculty as defined in I.A.1.a and I.A.1.b.

d. Campus Coordinators: The chair may, after consultation with the relevant campus faculty, appoint campus coordinators for one or both campuses that are not the chair's home campus. The chair may recommend to the faculty that the coordinators

receive a course-load reduction from their normal teaching loads.

4. Term of office

   The chair shall serve a three-year term and be eligible for two consecutive terms. However, a different length of term of office may be negotiated between the College Dean and the chair nominee. The term should never exceed five years. If the chair wishes to serve a second term, he or she must submit his or her name for nomination. Should other senior faculty be nominated, the Department shall follow the internal search process. Absent other internal candidates, the Department shall conduct a secret-ballot vote of approval for the chair's nomination for a second term. The results of this vote will be made available to the College Dean.

5. Chair evaluation

   a. The chair shall be evaluated annually by the faculty, following the procedures set out by the College of Arts and Sciences.

   b. The chair shall also be evaluated annually by the Governance and Evaluation Committee, following the same procedures as for evaluation of faculty by the chair.

6. Chair removal

   a. Under Article II.B.1, the faculty has the right to call a meeting of the faculty. In the case of a meeting to discuss a recommendation to remove the chair, the called meeting shall be conducted by the Governance and Evaluation Committee.

   b. The faculty may recommend removal of the chair by a two-thirds majority vote, by secret ballot, of the faculty as defined in I.A.1.a and I.A.1.b.

   c. If the two-thirds vote is attained, the Governance and Evaluation Committee will report the recommendation for removal to the College Dean.

7. Chair search: During the fall semester prior to an anticipated vacancy in the chair position, the Governance and Evaluation Committee shall request the College Dean to communicate to the faculty the mode of search: internal, external, or a combination. If the College Dean requests input from the faculty on the search mode, the Governance and Evaluation Committee shall call a meeting of the faculty as defined in I.A.1.a and I.A.1.b. for that purpose and forward the Department's preferences to the College Dean.

   Once the College Dean has made a decision on the mode of search, one of the following procedures shall be used:

   a. Internal search

All tenured associate and full professors in the Department are eligible. The Governance and Evaluation Committee shall seek nominations (including self-nominations) from eligible faculty and shall present to the faculty the list of nominees at a faculty meeting called by the Committee for this purpose. A deadline for nominations will be set for four days before the meeting. Nominees will be contacted at the deadline, and the list of nominees willing to serve will be announced three days before. No late nominations will be accepted. Should a nominee be a member of the Committee, he or she shall not participate in Committee duties involving chair selection. At this meeting nominees shall be afforded the opportunity to present the merits of their candidacy to the faculty as well as to address questions from the faculty. Nominees may withdraw from consideration prior to or at the conclusion of the session. After hearing from the nominees, and in the absence of nominees, faculty shall discuss each nominee.

Following the completion of the meeting, a secret-ballot vote will be conducted. Each eligible faculty member, as defined in I.A.1.a and I.A.1.b., including nominees, will cast two votes on his or her ballot: (1) whether or not each candidate is acceptable as chair and (2) provide a ranking of all candidates deemed acceptable. Votes will be accepted until a date determined at the meeting. The names of the candidates deemed acceptable by at least two-thirds of the faculty shall be submitted to the College Dean by the Governance and Evaluation Committee. The aggregate Department ranking of acceptable candidates will be forwarded to the College Dean unless he or she requests otherwise.

b. External Search

If the College Dean directs an external search, the faculty shall elect four members to the Chair Search Committee at a faculty meeting called by the Governance and Evaluation Committee. The College Dean shall have the option of appointing a fifth member to the Chair Search Committee. Eligible internal candidates may also apply for the chair position, but internal candidates shall be ineligible to serve on the Chair Search Committee. The Chair Search Committee shall elect its chair. The Chair Search Committee shall advertise the position in consultation with the faculty and with the approval of the College Dean.

Curriculum vitae of all applicants shall be made available in the Department office for faculty review. The chair of the Chair Search Committee shall receive faculty input in oral or in written form, screen all candidates, and present at most five candidates to the faculty for discussion. The list of faculty-approved candidates shall be forwarded to the College Dean. The Chair Search Committee shall arrange for the candidate interviews with the approval of the College Dean.

After the conclusion of the interviews, a faculty meeting shall be called by the Governance and Evaluation Committee to vote on the candidates. The Governance and Evaluation Committee, on the basis of the vote, shall rank the candidates and make available the ranking of the candidates by the faculty to the College Dean.

If the College Dean decides not to select any of the ranked candidates, the College Dean shall appoint an interim chair in consultation with the faculty and reopen the search.

C. Campus Coordinator

1. The principal responsibility of the Campus Coordinators will be to assist the department Chair. The specific duties of the Campus Coordinators will be determined by the department Chair and may include drawing up each semester's class schedule for the relevant campus, representing the Department throughout the University and serving as "acting Chair" in the absence of the department Chair, and acting as department representative on the relevant campus. The Campus Coordinator will allocate office space in the relevant campus according to article VI.

2. All full members of the Department are eligible to serve as Coordinator. The Campus Coordinator must identify their "home campus" as the campus for which they serve as Campus Coordinator.

3. The Campus Coordinator shall serve a three-year term. When a term expires or a vacancy occurs, the department Chair will consult with the faculty on the relevant campus, and/or solicit nominations (including self-nominations) directly from department members. After reviewing the nominations, the department Chair will, in consultation with the faculty on the relevant campus, select the Coordinator. There is no limit on the number of consecutive terms.

ARTICLE II. Faculty Meetings

A. ***Quorum*****:** A quorum is defined as the presence, in person or by video conferencing of one-half of the faculty with voting privileges who are in residence for the semester during which the meeting is called. Faculty on sabbatical or on leave of absence are not considered to be in residence. Faculty who are not in residence for a semester may choose to attend a meeting in person. In such a case, and for the particular meeting, they are considered to be in residence. Meetings may be conducted in the absence of a quorum, but in such a case, no vote may be taken at the meeting. Balloting may be conducted electronically as well as at the meeting. Proxy votes are not permitted.

B. ***Frequency***

1. The chair will convene the faculty at least once per academic year. Other meetings may be called by the chair as needed. Meetings may also be called by a petition signed by 30 percent of the faculty in residence. Meetings will be scheduled so as to maximize the number of faculty who can attend. All meetings will be announced via email at least 24 hours prior to the meeting, except in the unusual case of an emergency that the chair believes requires waiver of the requirement of 24-hour notice. Video conferencing will be allowed to all members of the Department on all three campuses.

2. In the case of regular meetings and for special meetings not of such an emergency character that pressure of time prevents, the chair shall announce the meeting. An agenda shall be sent by email least 24 hours before the meeting. Any faculty member may request that an item or items be placed on the agenda.

C. *Conduct*

1. Ordinarily the chair will preside over the faculty meeting. The chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions. The chair is a voting member of the Department, and his or her right to vote is not confined to the case of breaking a tie. Maximum informality is desired in the conduct of faculty meetings; however, in case of unresolved disagreements as to procedure, *Robert's Rules of Order* shall apply.

2. A secret ballot will be taken if a personnel issue is involved if the chair believes the issue demands one or if any faculty member requests a secret ballot.

3. On issues concerning promotion, only faculty holding at least the rank to which the candidate is applying may vote on the candidacy. For purposes of voting on promotion, instructor levels 1, 2, and 3 are considered to be separate ranks.

4. On issues of tenure, only tenured faculty may vote.

5. Minutes of all meetings will be distributed to the faculty and kept as a permanent record in the Department. The actions taken regarding students, faculty, faculty recruiting, or other personnel matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the chair who shall make them available to the participating faculty member on request.

ARTICLE III. Committee Appointments and Functions

A. *Standing Committees*

1. Governance and Evaluation Committee

   a. The duties of the Governance and Evaluation Committee shall consist of

      (1) Annual meeting with untenured tenure-track faculty.

      (2) Evaluation of candidates for promotion and/or tenure.

      (3) Annual evaluation of those faculty who, upon receiving the chair's evaluation, request a separate evaluation from the Committee; such evaluation, however, will not be binding on the chair.

      (4) Annual evaluation of the chair.

(5) The committee may also develop policies concerning governance and evaluation. Any such proposals will be presented to the faculty for their consideration. Such action may be self-initiated by the Committee or a response to a request made by the chair or one of more faculty members.

b. The Governance and Evaluation Committee shall consist of 4 tenured members elected by Department faculty. All members of the Department defined under Article I.A.1.a and A.1.b are eligible to vote. Three members are to be elected each year. One of these three members will be elected to serve a two-year term and will serve as Committee chair in the second year. The remaining members shall serve a one-year term. No member can be elected in the year following completion of a term on the Committee. There will always be at least one member from a branch campus.

c. Faculty may be nominated for the Governance and Evaluation Committee by the chair, by themselves, or by any other faculty member. In the case of nominations by other faculty, the candidate should be asked for permission to be nominated before being nominated.

d. Committee elections should be held as soon as possible in the Fall Semester of each year.

2. Tenure and Promotion Committee: The G&E Committee serves as the T & P committee. All tenured faculty, regardless of home campus, vote on tenure and promotion to associate professor, and all Professors, regardless of home campus, vote on promotion to full professor.

3. Graduate Policy Committee: This committee is chaired by the Ph.D. program director, or graduate program director if there is no separate Ph.D. and M.A. program directors, with the Department chair being an ex-officio member. The Committee has responsibility for developing and monitoring policies concerning the Department's M.A. and Ph.D. programs. Areas of responsibility include, but are not limited to, curriculum, admissions, and placement.

4. Undergraduate Policy Committee: This committee is chaired by the undergraduate program director with the Department chair and undergraduate advisor being ex-officio members. The Committee has responsibility for developing and monitoring policies concerning the Department's undergraduate degree programs. Areas of responsibility include, but are not limited to, curriculum and degree requirements.

5. Research Committee: This committee works with the Department chair to allocate resources related to the scholarly activity of faculty. This includes travel and technology related funds. The Committee also has responsibility for organizing Department seminars.

6. Adjunct Committee: This committee is appointed by the Department chair to advise on appointment of adjunct faculty.

B. ***Ad Hoc Committees*****:** The Department chair may also appoint ad hoc committees to address issues that lie outside the purview of the standing committees.

C. Faculty Senate: The Department of Economics will hold elections whenever the Faculty Senate seat for the department is vacant; the result will be forwarded to the Faculty Senate Office.

ARTICLE IV. Articulation

It is recognized that this document may not contravene the constitution and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislatively mandated management right. The foregoing authorities will govern in the event that any provision of a local governance document is inconsistent with or in conflict with them.

Approved Dean's and Provost's Offices, June 10, 2020

Appendix 1: ***Criteria for Tenure and Promotion***

I. PRELIMINARIES

A. Department Mission. This document contains criteria for tenure and promotion to associate professor and for promotion to full professor in the Department of Economics. These criteria are intended to assist the faculty member seeking tenure and/or promotion and to assist the Department in achieving its goals to attain excellence in teaching, research, and service. The Department of Economics recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university. As defined in our governance document:

> The mission of the Department of Economics is to advance economic literacy both inside and outside the University and to train professional economists for work in academic, business, and government organizations. The Department accomplishes this mission by offering general education coursework, undergraduate degrees in economics and quantitative economics and econometrics through the College of Arts and Sciences, M.A. and Ph.D. programs in economics, service courses to other programs, and by conducting and publishing high-level economic research.

B. College and University Guidelines. In addition to the criteria in this document, candidates should familiarize themselves with the University Tenure and Promotion Guidelines, the College of Arts and Sciences Tenure and Promotion Procedures, and the USF-UFF Collective Bargaining Agreement.

C. Procedures

1. Application materials. The candidate's application for tenure and promotion must be complete prior to consideration by the Department Chair, the Governance and Evaluation Committee, and, in the case of promotion to full professor, by the full professors. A complete application contains all of the elements in the College of Arts and Sciences tenure and promotion application, including letters from external evaluators, up-to-date CV, narrative components, annual evaluations, course evaluations, and mid-tenure evaluations. It is the candidate's responsibility to assemble additional materials necessary to document satisfaction of Department criteria for tenure and promotion. In doing so, the candidate is encouraged to seek the advice of senior colleagues, who in turn should counsel the candidate to the best of their ability.

2. Departmental endorsement. Applications for tenure and promotion to associate professor will be considered at three levels within the Department: The Governance and Evaluation Committee; the chairperson; and the eligible voting members of the faculty regardless of home campus, meeting in closed session and voting by secret ballot. For

applications for tenure and promotion to the rank of associate professor, only tenured faculty members are considered eligible voting members of the Department faculty. Applications for promotion to the rank of full professor are considered at two levels within the Department: The chairperson (or a designated full professor should the chairperson hold the rank of associate professor) and faculty members of the rank of full professor, meeting in closed session and voting by secret ballot.

3. Sequence. Evaluations by the Governance and Evaluation Committee, including all associated narratives, are to be completed before an application is submitted to the eligible voting members of the Department faculty for their consideration. The Governance and Evaluation Committee serves as the Tenure and Promotion Committee and shall have at least one member housed on a campus other than Tampa. Evaluations by the chairperson are to be completed and available to the eligible voting faculty for their consideration. Both evaluations, together with the remainder of the complete application, must be made available to eligible voting faculty members at least one week prior to any meeting at which a vote on the application is to take place. The chairperson's final narratives will be completed after the faculty vote. Regional Chancellors will provide a formal review in promotion and tenure cases for faculty members on branch campuses prior to a College Dean completing and forwarding a recommendation to the Provost. See USF Consolidation Handbook.

II. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The successful candidate for tenure and promotion to associate professor in the Department of Economics will demonstrate excellence in research and teaching, together with substantive service. Tenure and promotion recommendations for branch campus faculty will consider the resources and assignments such faculty had prior to consolidation.

A. RESEARCH

Excellence in research involves both qualitative and quantitative factors, where assessment of quality takes precedence. The Department strongly prefers publications in high-quality economics journals, but it will also consider books, book chapters, articles in non-economic journals, and proceedings articles. Although external funding is highly desirable, it is not a necessary condition for a first-rate scholarly career in economics, nor is it a primary consideration for tenure and promotion.

1. Assessment of Quality

For purposes of evaluating research quality, the Department chairperson and the Governance and Evaluation Committee will use widely accepted publicly available journal rankings. Outside reviewers will also be asked to judge the quality of the candidate's research. The assessment of quality may also take into account the public recognition of a candidate's work in the form of prizes, awards, fellowships, and grants. In addition, participation in high-quality academic conferences as presenters and session organizers

and making invited presentations to other economics departments will be viewed positively when assessing the quality of a research program.

2. Assessment of Quantity

Historically, successful candidates for tenure in the Department of Economics had five to eight peer-reviewed articles or the equivalent either in print or accepted for publication during their tenure-earning years. Candidates with more publications can be rejected if the quality of the journals is low. Candidates with fewer publications will be considered only if the work is considered to be of extremely high quality. Evidence of future productivity in the forms of papers with requested resubmissions, submitted but not yet accepted papers, and publicly available completed working papers will also be taken into consideration during the evaluation process.

B. TEACHING

Successful candidates for tenure must be excellent teachers, as demonstrated in and through the categories below. Excellence in teaching is evaluated primarily at the Department level and should draw on documentation generated throughout the candidate's tenure-earning years. The Department views teaching and research as highly interrelated activities; it is assumed that excellence in one can often foster excellence in the other. Candidates for tenure are expected to achieve excellence in teaching through the following activities (keeping in mind that not all apply to each particular candidate):

1. Classroom Teaching

Commitment to and excellence in classroom teaching is expected. Student evaluations as interpreted by the Governance and Evaluation Committee in annual evaluations are considered as one of the measures of teaching effectiveness. In addition, the following will be reviewed:

a. Instructional materials (syllabi, tests, lecture notes, etc.).

b. The development of new courses or substantial revisions of existing courses.

c. Awards for teaching excellence.

d. Peer observation of classroom teaching by faculty designated by the chairperson. A written summary of the results of such observations will be made available to the candidate, the Governance and Evaluation Committee, and the chairperson.

e. Collaborative efforts on instruction inside and outside of the classroom.

2. Direct Student Contact

a. Membership on Ph.D. dissertation committees (chairing a committee is not required).

b. Participation in M.A. oral exams.

c. Supervision of undergraduate honors theses and independent studies.

3. Other Teaching-Related Activities. In particular:

a. Preparation and grading of qualifying exams.

b. Scholarly activities connected to education, for example, publishing scholarly articles and attending conferences in economic education.

c. Writing and submitting recommendation letters for undergraduate and graduate students.

d. Participating in activities related to teaching (broadly defined), including, for example, workshops, symposia, student fairs, undergraduate student competitions, and coaching of students applying for scholarships and awards.

The successful candidate will provide evidence of sustained excellence in teaching, as indicated by, but not limited to, the activities listed above; a consistent pattern of positive teaching evaluations; and an excellent level of performance, as evaluated by the Governance and Evaluation Committee and the Department chairperson.

C. SERVICE

Successful candidates for tenure will have been active in service to the Department, College, profession, or community. Assistant professors are typically not nominated for University-wide committees or councils. Candidates need not be equally active in all categories of service; some may choose to focus their efforts on only one or two. Examples of service activities in each of the five categories include:

1. Department

Participation in departmental governance in the form of service on standing and ad-hoc committees, performance of related duties, and attendance at student recruitment events.

2. College

Participation in the governance of the School of Social Sciences and the College of Arts and Sciences in the form of service on standing committees; ad-hoc committees;

search committees for other departments; and attendance at college convocations, assemblies, and other events.

3. Profession

   Participation in the peer-review process, particularly serving as referee for scholarly journals, and service as an officer, a board member, or as a committee member for a regional or national professional or scholarly society or association (such service is rare for untenured faculty).

4. Community

   Participation in community outreach efforts, including appearing in local and national media, and participation in local, regional, or national government or civic organizations.

III. PROMOTION TO FULL PROFESSOR

The candidate for promotion to full professor is expected to have demonstrated a career of continued research, teaching, and service excellence. Promotion recommendations for branch campus faculty will consider the resources and assignments such faculty had prior to consolidation. Before applying for promotion, the candidate should request, and is entitled to, a review by the full professors to learn their assessment of the candidate's accomplishment of this expectation.

A. RESEARCH

The successful candidate for promotion to full professor will have a record of sustained high-quality publications, where quality is assessed as described in II.A.1 above. The candidate is also expected to have attained a national or international reputation, as indicated by citations, awards, service on editorial boards, refereeing for prestigious journals, among other accomplishments.

B. TEACHING

The candidate for promotion to full professor must show continuing excellence in teaching in graduate and/or undergraduate courses. In addition to the expectations detailed in II.B above, candidates must demonstrate significant commitment to student research, by having served as major professor or co-major professor on at least one dissertation committee; served as director of the Ph.D. program; or led multiple undergraduate honors thesis projects or independent studies.

C. SERVICE

The candidate for promotion to full professor is expected to have exercised a leadership role in one or another category of service. Such roles include chairing a committee of the Department, School, College, or University; acting as officer in a national or international

scholarly or professional society or association; and by serving as editor or associate editor of a national or international scholarly journal.

A two-thirds vote of the faculty is required to amend this document. After amendment, it must be approved by the Offices of the Dean and Provost. This document will be reviewed in years that end in five and years that end in zero.

Approved by faculty vote on January 8, 2016.

Approved by Dean’s Office on January 11, 2016.

Approved by the Provost’s Office on June 1, 2016.

Revised for Consolidation and approved by Dean’s Office and Provost’s Office, June 11, 2020.

Approved by faculty vote June 16, 2020.

Approved by faculty vote September 8, 2023.

Approved by Provost Office on September 13, 2023.

Approved by Dean's Office on August 5, 2024.

Appendix 2:

Guidelines for the Annual Evaluation of Economics Faculty

I. General

Faculty will be evaluated in whatever areas they are assigned effort according to the amount of effort they are assigned in each category. For example, instructors are typically assigned effort in Teaching and Service and Tenured faculty are typically assigned effort in the areas of Research, Teaching, and Service. Evaluations should also consider expectations based on the rank of the faculty being evaluated. For example, assistant professors are typically not expected to chair dissertation committees or provide extensive service at the University level. Evaluation benchmarks used in annual reviews must be consistent with department, college and university guidelines for tenure and promotion as well as the USF/UFF Collective Bargaining Agreement. Faculty members are responsible for documenting their achievements and contributions in research, teaching and service. Faculty are encouraged to familiarize themselves with the processes and expectations for the annual review by consulting this document, department guidelines for tenure and promotion, and/or the department Chair.

II. Evaluation Criteria

All evaluative criteria are rough guidelines and an individual's holistic contributions to the department should be considered when determining the numerical evaluation score. Evaluations should consider both the quality and the quantity of a colleague's contribution in each area. For example, activities that have greater impact may be given greater weight. Sections III, IV and V list activities that may be considered in evaluating a colleague's contribution to research, teaching and service, respectively. These lists are not exhaustive, and no single person is expected to have entries in all the activities listed in each area.

Balancing Short Run and Long Run Career Development:

Research, teaching, and service are to be evaluated with a view toward balancing the claims of short haul and long haul. In other words, a balance should be struck between giving credit for work done in the year under consideration and giving credit for overall career development. If a colleague has been productive for many years, their ratings should not be lowered because of a seemingly unproductive year; the colleague should be given an opportunity to present evidence relevant to the overall performance. And if work is produced that is beyond the highest standards for any given year, it should receive carryover credit to subsequent years.

The spirit of this rule is to account for the unpredictable and often lengthy nature of activities such as publications or teaching evaluations that are used to demonstrate excellence in research, teaching, and service. For example, if a colleague has published high quality articles in recent years, their rating in a given year should not be lowered if they do not have publications in that year but have continued to develop projects that will ultimately result in high quality publications. Similarly, if a colleague is heavily involved in service that also requires a good deal of current scholarly knowledge (such as directing a dissertation, or editing a journal), their rating should not be lowered if such service temporarily slows their original output. Or, if a colleague is involved in substantially redesigning a course or in the professional development of students, their rating should not be lowered if such activities temporarily lower their teaching evaluation scores.

The spirit of this rule also pertains to offsetting the vagaries of lean-year, fat-year salary distribution. A colleague deserving a certain level of reward who is scantily rewarded in a lean-year should have parity over the long haul with a colleague deserving the same level of reward but who is richly rewarded in a fat-year. It is the intent of this statement of principles that faculty evaluations, insofar as they affect recommendations for pay raises, reflect this concern for parity over the long term.

Rating Scale:

Faculty are evaluated on a scale of 1-5 (0.5-point increments may be assigned) where:

- An Outstanding (5) contribution is characterized by *exceeding most expectations* in the activities listed below for each area.
- A Strong (4) contribution is characterized by *exceeding some expectations* in the activities listed below for each area.
- A Satisfactory (3) contribution is characterized by *meeting most expectations* in the activities listed below for each area.
- A Weak (2) contribution is characterized by *meeting some expectations* in the activities listed below for each area.
- An Unacceptable (1) contribution is characterized by *not meeting any expectations* in the activities listed below for each area.

III. Research

Evaluation of contributions to research will be based only on information provided in the faculty self-evaluation and any other information known to the G&E Committee and to the Chair. Excellence in research involves both qualitative and quantitative factors, where assessment of quality takes precedence. Assessment of quality may be based on many factors, but should follow the standards in the field to which the faculty member belongs. Factors used to evaluate quality should also be consistent with the T&P document.

Potential information to include in self-evaluation:

- Publications in peer-reviewed economics journals
- Publications in peer-reviewed non-economics journals
- Invitations from peer-reviewed journals to resubmit articles
- Submissions to peer-reviewed journals
- Proceeding articles
- Invited articles in academic journals
- Research grant funded and submitted
- Authorship of scholarly books, monographs, textbooks, or book chapters
- Completed grant-funded research reports
- Publicly available working papers

- Research related prizes, awards, and fellowships
- Participation in high-quality academic conferences as presenters, discussants, session organizers or chairs
- Invited presentations to other departments
- Citations
- Service on editorial boards
- Refereeing for prestigious journals
- Scientific instruments, software, codes, and/or databases
- Book reviews
- Narrative self-assessment that discusses research activities not documented elsewhere, such as progress on a working paper or submissions to peer reviewed journals

Outstanding (5) effort in research might entail a combination of a significant number of the above activities or significant achievements in some of the above activities with the necessity of either the submission, revision, and/or publication in a peer-reviewed economics or non-economics journal, an invited journal article or the authorship of a book, monograph or book chapter;

Strong (4) effort in research might entail a combination of several of the above activities or substantial achievements in some of the above activities with the necessity of either the submission, revision, and/or publication in a peer-reviewed economics or non-economics journal, an invited journal article or the authorship of a book, monograph or book chapter

Satisfactory (3) effort in research might entail a combination of a few the above activities with the necessity of evidence of progress on a working paper or the submission to a peer reviewed journal.

Unsatisfactory (2) effort in research entails meeting only one of the above activities.

Unacceptable (1) effort in research entails not meeting a single one of the above activities.

IV. Teaching

Evaluation of contributions to teaching will be based only on information provided in the faculty self-evaluation, student evaluations, and any other information known to the G&E Committee and to the Chair.

Potential information to include in self-evaluation:

- Documentation of efforts to improve content delivery, to develop curriculum, or to otherwise contribute to student success outside of the typical requirements of one's course load.
- Syllabi, tests, assignments, and web site innovations
- Number of preps and new preps, required or elective courses, modality (online) service or major courses, and any other relevant information about courses.
- Level and content of the courses taught

- Teaching awards, nominations for such awards, major external teaching fellowships, unsolicited letters from students
- Student evaluations of teaching (in relation to the level and content of the courses taught, the number of students enrolled, and the percent completing the evaluation)
- Peer review or observation of teaching. This could be completed by another faculty member in the Department, or by someone outside the Department (e.g., Center for Teaching Excellence)
- Student mentoring
    - Descriptions of all activities should include the depth of involvement (chair, supervisor, committee member, etc.), status of the project, and outcomes including any presentations, publications, submissions, graduation, and job placement.
    - Ph.D. dissertations
    - Master's oral examinations
    - Undergraduate Honors Theses
    - Directed research activities
    - Mentoring efforts outside of service on committee, e.g. providing feedback on student presentations and papers, advice on networking and job applications, writing reference letters etc.
    - Number of post-docs or students involved, and number directly supervised
- Training grant or research grant administration that involves mentoring
- Publications, presentations or participation in conferences and workshops relating to the science of teaching and learning
- Narrative self-assessment that discusses teaching activities not documented elsewhere, such as specific challenges faced in a semester or teaching philosophy

Outstanding (5) effort in teaching might entail a combination of a significant number of the above activities with the necessity of receiving student teaching evaluations that are above the average for the department and the college for that level of instruction.

Strong (4) effort in teaching might entail a combination of several of the above activities with the necessity of receiving student evaluations that are at or above the average for the department and the college for that level of instruction.

Satisfactory (3) effort in teaching might entail a combination of a few of the above activities with the necessity of receiving student evaluations that are at the average for the department and college for that level of instruction.

Unsatisfactory (2) effort in teaching entails meeting only one of the above activities.

Unacceptable (1) effort in teaching entails not meeting a single one of the above activities.

V. Service

Evaluation of contributions to service will be based only on information provided in the faculty self-evaluation, and any other information known to the G&E Committee and to the Chair.

Potential information to include in self-evaluation:

- Participation in departmental governance in the form of service on standing and ad-hoc committees, performance of related duties, and attendance at student recruitment events.
- Participation in the governance of the School of Social Sciences and the College of Arts and Sciences in the form of service on standing committees; ad-hoc committees; search committees for other departments; and attendance at college convocations, assemblies, and other events.
- Description of responsibilities, type and degree of involvement, contribution to university, college, and department goals
- Participation in the peer-review process
    - Peer review of academic books, articles, or conferences
    - Grant review activity
    - Journal or series editor or associate editor
    - Formal appointment to editorial, review, or advisory boards
    - Service as an officer, a board member, or as a committee member for a regional or national professional or scholarly society or association
- Participation in community outreach efforts, including appearing in local and national media, and participation in local, regional, or national government or civic organizations.
- Participation in other departmental activities such as meeting with job candidates and seminar speakers
- Engagement with the private sector and/or alumni to facilitate academic/professional relationships with the goal of furthering the mission of the department, college, or university
    - Economic presentations
    - Collaboration on research projects
    - Career/internship opportunities
- Formal mentoring of faculty relating to teaching and/or research
- Leadership or advising of student organizations and activities
- Formal activity in societies, organizations, or agencies in the discipline or related to the discipline beyond paid membership (e.g., participation as a mentor in mentoring workshops)
- Invitations to participate in promotion and tenure process or related academic evaluations, program evaluations, etc.
- Organization and participation in scientific meetings, seminars, and workshops
- Awards for service-related activities
- Perform departmental service well beyond the standard assignment.
- Narrative self-assessment that discusses the service activities not documented elsewhere such as informal mentoring activities or participation in mentoring workshops

Outstanding (5) effort in service might entail a combination of a significant number of the above activities with the necessity of participation in departmental governance and in school or college governance if so

assigned.

Strong (4) effort in service might entail a combination of several of the above activities with the necessity of participation in departmental governance and in school or college governance if so assigned.

Satisfactory (3) effort in service might entail a combination of a few of the above activities with the necessity of participation in departmental governance.

Unsatisfactory (2) effort in teaching entails meeting only one of the above activities.

Unacceptable (1) effort in teaching entails not meeting a single one of the above activities.

VI. Appeals Procedures

If a colleague wishes to appeal the department Chair's evaluation, they should inform the Chair of the G&E committee and the department Chair in writing. The G&E committee will conduct a separate evaluation of the faculty member, which will be included together with the department Chair's evaluation. Faculty wishing to appeal the department Chair's evaluation are encouraged to first meet with the department Chair, as appropriate, to understand the basis of the evaluation and/or to present new material or to shed light on old material.

Approved: 2/2/2023

Appendix 3:

Department Policy on Spouses/Domestic Partners

It is increasingly common for two spouses or domestic partners to be member of the same academic department. To avoid any questions of potential or perceived conflict of interest, the department has established the following guidelines which seek to maintain and support the academic autonomy of all individuals.

1. Spouses/domestic partners should not serve simultaneously on the G&E Committee. Spouses/domestic partners may serve simultaneously on any other departmental committee

2. Consistent with USF policies on nepotism, it is not appropriate for one spouse/domestic partner to serve as Department Chair while the other serves as Associate Chair, Graduate Policy Committee Chair, Undergraduate Policy Committee Chair, or in any other significant departmental administrative position. However, spouses/domestic partners may simultaneously serve as Associate Chair, Graduate Policy Committee Chair, Undergraduate Policy Committee Chair, or in any other significant departmental administrative position as long as no supervision of one by the other is present.

3. Spouses/domestic partners are not permitted to be part of one another's annual evaluation. One spouse/domestic partner may not serve on G&E Committee while the other is being evaluated for tenure and/or promotion.

4. It is not appropriate for one spouse/domestic partner to be involved in resolving disputes between a student and the other spouse/domestic partner. If one spouse/domestic partner is in a leadership position listed above where involvement in resolving disputes is part of the activities associated with this leadership position, then the issue should be moved to the Department Chair and/or the Dean.

Approved: 2/2/2023

Appendix 4. Allocation of Summer Teaching

A. ***Order of Precedence in Assignment***: Subject to programmatic needs, summer courses will be assigned in the following order.

   1. Full-time faculty whose teaching was rated as at least "Satisfactory" by the chair for the previous year.

a. The graduate program director or the Ph.D. program director, one course.

b. Faculty who did not teach the previous summer, nor who received University-paid released time, one courses. It is understood that externally-financed grants are not counted as university-paid support.

c. Faculty who taught one course the previous summer or who received University-paid released time equivalent to no more than one course, one course.

d. Faculty who taught two courses the previous summer or received University-paid released time equivalent to no more than two courses, one course.

e. Faculty who received University-paid released time equivalent to more than one course, one course.

f. Faculty in categoty 1.b., a second course.

g. Faculty in category 1.c, a second course.

h. Faculty in category 1.d, a second course.

i. Faculty in category 1.e, a second course

2. Faculty whose teaching rating by the chair was "Weak," a through h as in 1.

3. Faculty whose teaching rating by the chair was "Unsatisfactory," no teaching support under any circumstances.

B. ***In Case of a "Tie"***

When available funds are insufficient to provide courses to everyone within a category, the "tie" should be broken by first allocating a course to the individual whose average per-year summer support from the University is least over the previous five years of service. For those faculty who are with the Department fewer than five years, average summer support will be calculated over the number years for which they were members of the Department.

ppendix 5 . Allocation of Office Space

A. ***Administrative Offices***

The faculty will determine which offices will be dedicated to the chair, the graduate program director(s), and non-faculty administrative positions, including the office manager and the undergraduate advisor, as well as to any other special-use purposes prior to allocating office space to remaining faculty members (as defined in Article I.A.1.a and I.A.1.b).

B. ***Priority for Remaining Offices***

1. By rank

    a. Professor

    b. Associate professor

    c. Assistant professor

    d. Instructor

2. Within a given academic rank, priority will be given to faculty with the greatest seniority in years as a member of the Department. Should two or more members hold an equal ranking, priority will be determined by a random draw.

C. *Other Considerations*

1. A ranking only gives a faculty member the option to select an office at his or her slot in the ranking. Faculty members are free to exchange their slots in the ranking with other faculty.

2. When a faculty member vacates his or her office, this allocation system will be used to determine which faculty member has priority to occupy the vacated office (if he or she so desires). When the chair or graduate program director leaves that position, he or she will have access to any vacant office according to the above allocation system.